

CSC Adopted: October 2001 , CSC Revised: _____**Class Title: Refuse Inspector****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Patrols assigned areas, educates the public, and monitors the quality of work performed by city and private refuse collectors. Advises resident and commercial solid waste collection firms of the provisions of city codes, investigates complaints, and ensures compliance.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Informs, educates and enforces city codes by notifying property owners of city code, asking them to remove materials from the curb, and issuing citations and summons for violations when necessary.
2	L	Investigates accidents involving a waste management collector that involve damage to property or vehicles by investigating the incident and notifying the proper authorities.
3	L	Provides assistance to the Refuse Collector Lead, and helps to resolve problems by attending meetings and workshops, training new refuse inspectors, helping the Assistant Superintendent of Waste Management make maps of collection routes and reroutes, and assisting with the preparation of code revisions.

CSC Adopted: October 2001 , CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with six months/one year of advanced study or training past the high school equivalency. Junior college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	One years experience in refuse collection or related field.
Certifications and Other Requirements	Valid Driver's License, May require a CDL within six months and/or Special Police Officer Certification
Reading	Work requires the ability to read City ordinances, forms, maps, and investigative reports.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write investigative reports, informative flyers, letters, performance evaluations, and accident reports.
Managerial	May provide guidance to refuse collectors, and work crews.
Budget Responsibility	N/A
Supervisory / Organizational Control	Job has responsibility for the direction or supervision of others.
Complexity	Work involves choices of action within limits set by standard practices and procedures. Professional judgment is required to apply the proper course of action.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, vendors and sales representatives.

CSC Adopted: **October 2001** , CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Presentations, residence or citizen visits, conducting sweeps
Sitting	F	To/from route, driving, computer, desk work
Walking	F	Investigation work, conducting sweeps, presentations, meetings, investigating accidents
Lifting	F	Presentation materials, flyers, memos, office supplies and equipment, camera
Carrying	C	Presentation materials, flyers, memos, office supplies and equipment, camera
Pushing/Pulling	O	Containers, office furniture-chairs
Reaching	C	Office or presentation supplies
Handling	C	Presentation materials, flyers, memos, office supplies and equipment, camera
Fine Dexterity	F	Computer keyboard, calculator, writing, copy or fax machine
Kneeling	N	
Crouching	R	Inspecting accident damage investigations
Crawling	N	
Bending	F	Inspections, in/out of vehicle
Twisting	C	Inspections, in/out of vehicle
Climbing	O	Steps to residence or building
Balancing	O	Steps to residences or building
Vision	C	Computer, reading, using office equipment, inspections, presentations
Hearing	C	Communicating with personnel and general public, meetings, presentations, cell phone, mobile radio
Talking	C	Communicating with personnel and general public, meetings, presentations, cell phone, mobile radio
Foot Controls	C	Driving
Other (specify)	N	

CSC Adopted: **October 2001** , CSC Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Computer, laser or inkjet printer, copy machine, fax machine, laptop computer, telephone, calculator, camera, cell phone, mobile radio, overhead projector, motor vehicle, Standard Microsoft Windows and Office software

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	D	Dirt and Dust	D
Chemical Hazards	M	Extreme Temperatures	S
Electrical Hazards	M	Noise and Vibration	D
Fire Hazards	M	Fumes and Odors	D
Explosives	N	Wetness/Humidity	D
Communicable Diseases	D	Darkness or Poor Lighting	S
Physical Danger or Abuse	M		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	X
Outdoors	--
Other (see 2 below)	X

(1)

(2) Field work, residential neighborhoods

PROTECTIVE EQUIPMENT REQUIRED:

Rain suits, steel toe boots or shoes, gloves

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	C
Tedious or Exacting Work	C
Noisy/Distracting Environment	C
Other (see 3 below)	N

(3)